



**DEPARTMENT OF DEFENSE**  
**Defense Contract Management Agency**

**INSTRUCTION**

**Civilian Rotation Program - CONUS**

**Human Capital Directorate**  
**OPR: DCMA-HCP**

**DCMA-INST 631**  
**August 18, 2014**

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**1. PURPOSE.** This Instruction:

- a. Reissues DCMA Instruction (DCMA-INST) 631, "Civilian Rotation Program – CONUS" (Reference (a)).
- b. Establishes policy, assigns responsibilities, and provides instruction for a rotation program for personnel who are assigned to positions as Corporate Administrative Contracting Officer(s) (CACO), Divisional Administrative Contracting Officer(s) (DACO), and Civilian Contract Management Office (CMO) Director(s).
- c. Is established in accordance with the authority in DoD Directive (DoDD) 5105.64, "Defense Contract Management Agency (DCMA)" (Reference (b)).

**2. APPLICABILITY.** This Instruction applies to DCMA Headquarters; Operations, Special Programs and International Directorate; CMOs, and their subordinate offices.

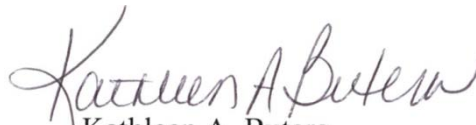
**3. MANAGERS' INTERNAL CONTROL PROGRAM.** In accordance with (IAW) DCMA-INST 710, "Managers' Internal Control Program" (Reference (c)), this Instruction is not subject to evaluation and testing.

**4. RELEASABILITY – UNLIMITED.** This Instruction is approved for public release.

**5. PLAS CODE.** 223B – Personnel Management

**6. POLICY RESOURCE WEB PAGE.** <https://home.dcm.mil/policy/631r>

**7. EFFECTIVE DATE.** By order of the Director, DCMA, this Instruction is effective August 5, 2014, and all applicable activities shall be fully compliant within 60 days from this date.

  
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Executive Director  
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## **SUMMARY OF CHANGES**

This Instruction has been rewritten and should be read in its entirety. The following identifies the most notable changes.

- Formatting was revised to comply with DCMA-INST 501, “Policy Publications Program”
- Intent of the program is outlined in Chapter 1, subparagraph 1.2.2.
- Management directed or initiated reassignment actions are outlined in Chapter 1, subparagraph 1.2.6.
- Requirement for rotation agreements is outlined in Chapter 1, subparagraph 1.2.7.
- Provisions for current affected employees are outlined in Chapter 1, subparagraph 1.2.8.
- Roles and responsibilities are outlined throughout Chapter 2
- Instructions for following program procedures are outlined throughout Chapter 3

## TABLE OF CONTENTS

<b>SUMMARY OF CHANGES</b> .....	2
<b>REFERENCES</b> .....	4
<b>CHAPTER 1 – POLICY</b>	
1.1. Overview.....	5
1.2. Policy.....	5
<b>CHAPTER 2 – ROLES AND RESPONSIBILITIES</b>	
2.1. Director, DCMA.....	7
2.2. Executive Director, Human Capital (HC).....	7
2.3. Director, Army Servicing Team (AST).....	7
2.4. CACO, DACO, and CMO Director.....	7
<b>CHAPTER 3 - PROCEDURES</b>	
3.1. Identification of Positions Requiring Rotation Agreements.....	8
3.2. Notification and Exception/Declination of Move.....	8
3.3. Geographic Moves.....	9
3.4. Documentation.....	9
<b>GLOSSARY</b>	
Acronyms.....	11

## REFERENCES

- (a) DCMA-INST 631, "Civilian Rotation Program – CONUS," June 26, 2013 (hereby canceled)
- (b) DoD Directive 5105.64, "Defense Contract Management Agency (DCMA)," January 10, 2013
- (c) DCMA-INST 710, "Managers' Internal Control Program," April 21, 2014
- (d) DoD Instruction 1400.24, "Civilian Mobility Program," February 17, 2006, as amended
- (e) Volume 2, Joint Travel Regulation (JTR)

## CHAPTER 1

### POLICY

**1.1. OVERVIEW.** The purpose of this Instruction is to provide a rotation program for personnel who are assigned to positions as CACOs, DACOs, and CMO Director(s).

**1.2. POLICY.** It is DCMA policy that:

1.2.1. Personnel assigned to positions as CACOs, DACOs, or CMO Director(s) are subject to reassignment as part of a planned rotational program.

1.2.2. Reassignments under the Agency Rotation Program will be used to maintain a high standard of objectivity and independence among acquisition and contracting personnel; to create a more mobile and flexible workforce; to enable the best use of skills and resources; and to enhance DCMA's prospects of retaining a high quality workforce.

1.2.3. Reassignment under this policy will not be used as a form of disciplinary action.

1.2.4. Assignments will be made by the Director, DCMA, or designee, based on mission requirements, accomplishments, and assignment preferences; evaluation of career goals and objectives; and whether the assignment will contribute to enhancement of leadership competencies, and overall career progression.

1.2.5. The provisions in this Instruction do not limit or restrict the proper use of management's authority to reassign employees under management directed reassignments (even to other geographic locations) on a case-by-case basis for the efficiency and effectiveness of DCMA.

1.2.6. Reassignments made under this rotation program are management-initiated or directed, and are expected to occur not earlier than the 3-year mark, but may extend up to 5 years with written concurrence. Deferral of a reassignment is at the discretion of the Director, DCMA, or designee, through Human Capital.

1.2.7. Personnel assigned to CACO, DACO or CMO Director positions will be required to execute a Rotation Agreement as a condition of employment prior to appointment to such position. A copy of this agreement is located on the resource page of this Instruction. Refusal to execute such Agreement constitutes a refusal to accept a condition of appointment and will result in withdrawal of any offer of employment to the position.

1.2.8. Current CACO, DACO or CMO Director employees within DCMA who occupy a designated rotation position, but who have not been previously required to execute a rotation agreement, are not subject to the rotation requirements of this Instruction. Such employees may request to be considered and selected for reassignment or promotion to vacancies which require rotation agreements, if they are otherwise qualified and available. In the event that they decline to execute a Rotation Agreement, the action will be cancelled and they will no longer be eligible

to occupy that position. DCMA leadership will first consider the mission requirements of the Agency, and subsequently consider rotation requirements for affected employees on a case-by-case basis.

1.2.9. Position descriptions and job opportunity announcements for rotational positions will be annotated to reflect rotational requirements as a condition of employment.

1.2.10. Employees in covered positions will be provided at least 120 days advance notice of reassignment unless an earlier move is essential due to mission requirements.

## CHAPTER 2

### ROLES AND RESPONSIBILITIES

**2.1. DIRECTOR, DCMA.** The Director, DCMA, or designee, will direct assignments based on mission requirements, accomplishments and assignment preferences, evaluation of career goals and objectives, and whether the assignment will contribute to enhancement of leadership competencies, and overall career progression. The Director or designee also has the authority to make decisions on requests for deferments.

**2.2. EXECUTIVE DIRECTOR, HUMAN CAPITAL (HC).** The Executive Director, HC will ensure the program is managed IAW DoD Instruction 1400.24, "Civilian Mobility Program," (Reference (d)). In addition, the HC Executive Director will:

2.2.1. Provide an HC Civilian Mobility Program point of contact (POC) to oversee and act as the subject matter expert on the program.

2.2.2. Review and submit recommendations on deferment requests to the Director, DCMA.

**2.3. DIRECTOR, ARMY SERVICING TEAM (AST).** The Director, AST must:

2.3.1. Provide administrative human resource support in processing and executing mobility agreements.

2.3.2. Ensure AST personnel routinely communicate with the HC Civilian Mobility Program POC, management, and Field Support Center (FSC) on a routine and recurring basis on matters related to maintenance of the program.

**2.4. CACO, DACO, AND CMO DIRECTOR.** CACO/DACO/CMO Directors must:

2.4.1. Ensure they are aware of all identified mobility positions in their area of responsibility.

2.4.2. Ensure they have signed mobility agreements on file, for all employees subject to rotation, in their area of responsibility.

2.4.3. Submit requests for deferments through the proper chain of command channels to the Director, DCMA.

## **CHAPTER 3**

### **PROCEDURES**

#### **3.1. IDENTIFICATION OF POSITIONS REQUIRING ROTATION AGREEMENTS.**

- 3.1.1. Corporate Administrative Contracting Officer (CACO).
- 3.1.2. Divisional Administrative Contracting Officer (DACO).
- 3.1.3. Civilian Contract Management Office (CMO) Director.

#### **3.2. NOTIFICATION AND EXCEPTION/DECLINATION OF MOVES.**

3.2.1. Subsequent to identification of positions to be included in the program the HC Civilian Mobility Program POC will notify those supervisors of employees occupying those positions in writing of the requirements of the program. The Rotational Agreement is used by the supervisor to notify the employee of the rotation requirement. Current employees in newly covered positions shall be subject to mobility programs only after voluntary execution of a mobility program agreement unless there already was a preexisting requirement for mobility when the assignment to the position was accepted.

3.2.2. Consistent application of the provisions of the Civilian Rotation Program is essential to achieving its stipulated purpose. Requests for deferments to planned geographic relocation of covered employees will be honored only when it is evident that undue hardships or gross inequity will result if deferment from the Rotation Agreement is not granted.

##### 3.2.3. Granting Deferments.

3.2.3.1. In the event an employee is unable to relocate as required under the rotation program, he or she may submit a written request through his or her chain of command through Component Heads and the HC Civilian Mobility Program POC to the Director, DCMA. Deferment to the relocation requirement under this Instruction will be approved only when the employee has shown a compelling need. Among the situations which may warrant a deferment are:

3.2.3.1.1. The reassignment would cause extreme personal, family, or financial hardship to the employee over and above those hardships which are generally present in the relocation of a person or family to a new geographical area.

3.2.3.1.2. A documented medical condition exists which would be aggravated by the proposed reassignment.

3.2.3.2. Supervisors are responsible for periodic review of the basis for the granting a deferment. In the event that there has been a change in the employee's circumstances such that the deferment is no longer warranted, the supervisor will reassess the rotation requirement.



3.2.3.3. Failure of a covered employee to honor a directed geographic relocation may result in one or more of the following actions IAW civilian personnel regulations:

3.2.3.3.1. Reassignment to a non-rotation position;

3.2.3.3.2. Change to a lower grade; or

3.2.3.3.3. Removal from the Federal Service.

### **3.3. GEOGRAPHIC MOVES.**

3.3.1. In planning reassignments involving geographic relocations, the geographic preference of the employee will be considered insofar as practicable; however, such preference will not be binding on management.

3.3.2. Where geographic relocation is required, a minimum of 120 calendar days notice will be given under this program, except in cases in which relocation is necessary earlier due to change in mission requirements.

3.3.3. Relocation Expenses such as travel and transportation expenses and associated allowances will be borne by DCMA to the extent permitted by the Joint Travel Regulations, Volume 2 (Reference (e)). The gaining DCMA office is responsible for budgeting for permanent change of station (PCS) expenses.

3.3.4. Where geographic relocation is not necessary, employees will be given a minimum of 30 calendar days advance notice of reassignment under this program.

### **3.4. DOCUMENTATION.**

3.4.1. AST will annotate position descriptions of CACO(s), DACO(s), and CMO Director(s) with the following statement: “Incumbent of this position is subject to rotational requirements in accordance with (IAW) the DCMA Civilian Rotation Program.”

3.4.2. AST will also include the statement shown in paragraph 3.4.1. above in job opportunity announcements as a condition of employment.

3.4.3. Requests for deferment must be submitted in writing through the appropriate chain of command through Component Heads and HC Civilian Mobility Program POC for Director, DCMA approval.

3.4.4. Prior to finalizing any offer of employment and regardless of the recruiting source, the AST will ensure that the individual is aware of the rotation requirement. The selectee to a covered position will sign a Rotational Agreement acknowledging his or her understanding of the requirement for rotation in accordance with this Instruction prior to entrance into a covered position.

3.4.5. For actions that involve the authorization of PCS allowances, management (IAW JTR (Reference (e))), will ensure funds are available and a signed Rotation Agreement is secured by the AST prior to approving PCS orders.

3.4.6. Standard Form 50, Notification of Personnel Action, Item 45 "Remarks" will contain the rotation requirement as stated in paragraph 3.4.1. above.

3.4.7. AST will secure a subsequent Rotation Agreement with the employee's acknowledgement of the continued rotation requirement prior to executing a geographical reassignment under this Rotation policy. A copy of the Rotation Agreement will be provided to the HC, Civilian Mobility Program POC, and to the supervisor of the position under rotation requirement.

3.4.8. Deferment Approval. The original deferment approval will be maintained in the employee's Official Personnel Folder. The HC Civilian Mobility Program POC will maintain a copy and forward a copy to the supervisor for his or her records.

## **GLOSSARY**

### **ACRONYMS**

AST	Army Servicing Team
CACO	Corporate Administrative Contracting Officer
CMO	Contract Management Office, Director
DACO	Divisional Administrative Contracting Officer
DCMA-INST	DCMA Instruction
HC	Human Capital
IAW	in accordance with
PCS	permanent change of station
PLAS	Performance Labor Accounting System
POC	point of contact